

Construction Document Review Application Form

90% or higher design level

Form B

Rev. September 2025

PART 1: TENANT FILLS OUT

PLEASE COMPLETE THE FORM ELECTRONICALLY AND FILL IN ALL THAT APPLY.

PROJECT NAME AND CONTACTS

Project Name		
Location		
Tenant Company Name		
Project Contact & Company Name		
Address for Project Contact		
Project Contact Phone & Email	Phone	Email
TI# (Will be provided by your Property Manager following approval of concept review)		

REQUIRED ATTACHMENTS FOR APPLICATION

- ☐ Form A / Form B Review Letter with responses to each staff comment
- ☐ At least 90% Revised Construction Documents including Floor Plans, Elevations, Specifications, and Structural Calculations

OTHER ATTACHMENTS (IF APPLICABLE)

- ☐ Asbestos Abatement Plan (if asbestos identified)
- ☐ Environmental Documents or Letter of their Status
- ☐ Authority Having Jurisdiction Approval
- ☐ Summary of Design changes (to Scope, Fixtures, Finishes, Equipment, etc) from previous submittal

SUBMITTAL CHECKLIST

- ☐ Yes ☐ No Has the scope changed? If yes, please summarize the changes or include attachment.

- ☐ Yes ☐ No Is this a Revised Form B Submittal?
- ☐ This Form B is combined with all the required attachments in (1) single PDF And correctly formatted.
- All pages and attachments are combined in one (1) single PDF.
 - All pages/sheets are oriented correctly, with all drawings/text oriented upright.
 - All pages/sheets are legible (digital copies), not illegible scans.
 - All duplicate pages/sheets are removed.

PART 2: AIRPORT OFFICE USE ONLY

Approvals:	Signatures	Date
Property Manager		
Senior Property Manager		